

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MINUTES
SEPTEMBER 7, 2005**

PRESENT: Karen Scott, Linda Verbecken, Lynn Gregorash, Marla Britton, Steve Vitale (*arrived at 10:30 a.m.*), James Coutts, and Ursula Volk

EXCUSED: Rick Vozar

STAFF PRESENT: Tim Wellnitz, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; Kelly Niesen, Credentialing; Pat Schenck, Program Assistant

CALL TO ORDER

Karen Scott, Chair, called the meeting to order at 10:10 a.m. A quorum of six members was present. A quorum of seven members was present at 10:30 a.m.

ADOPTION OF AGENDA

Amendments to agenda:

- Add Gregory Vordermann to item # 32
- Add Gerald E. Elmer to item # 33

MOTION: Marla Britton moved, seconded by James Coutts, to approve the agenda as with additions. Motion carried unanimously.

APPROVAL OF MINUTES JULY 14, 2005

MOTION: Marla Britton moved, seconded by Ursula Volk, to approve the minutes of May 3, 2005 as written. Motion carried unanimously.

IOWA'S PROCESS FOR REVIEWING NEW APPRAISERS

Ruby Jefferson Moore reviewed the current forms the Committee is using in reviewing and re-reviewing appraisal reports.

Iowa's Sample Review Report

Marla Britton reported on Iowa's process for reviewing appraisal reports. Iowa's process may be a helpful source for Committee members in reviewing reports. Iowa's process provides a more specific reason for denying an application.

The Committee will revisit Iowa's process of reviewing appraisal reports at their next meeting.

Iowa's Sample Guidelines for Peer Review

Noted.

Iowa's Sample New Review Format Directives Document

Noted.

Iowa's Sample Board Review Cover

Noted.

EXPERIENCE CREDIT WHEN APPRAISER NAME IS NOT MENTIONED ON THE APPRAISAL REPORT

The Committee discussed appraisal reports that do not indicate the specific role the appraiser had taken in the appraisal report.

When the applicant's name does not appear in a report, the applicant most likely did not play a significant role in the appraisal report. The reviewer would like to see a copy of the letter mailed to the applicant and the applicant's response to the letter.

If the applicant has not signed an appraisal report or their name does not appear in the appraisal report, the applicant will not receive experience credit for the appraisal report. Supervising appraisers and trainees seem to be unaware that the applicants name must appear on the appraisal reports in order to obtain credit.

LEGAL COUNSEL - DISCUSS TIMEFRAME FOR SUBMISSION OF ADDITIONAL WORK FILES SO COMMITTEE MEMBERS MAY CLOSE THEIR FILES

The Committee questioned the timeframe of keeping an applicant's file open for those applicants who were required to submit additional information. The Committee agreed to keep the files open. Applicants will be required to meet the new AQB requirements in January, 2008.

REPRINT OF ARTICLE FROM THE APPRAISAL JOURNAL "LIMITS ON USE OF FANNIE MAE FORMS AND THE APPRAISAL INSTITUTE'S ALTERNATIVE FORM"

Karen Scott reported on the article from the Appraisal Journal "Limits on use of Fannie Mae Forms and the Appraisal Institute's Alternative Form".

PROCEDURE FOR DENIAL OF APPLICATION

Ms. Jefferson-Moore discussed the procedure on denial of an application.

VISITORS COMMENTS

Steve Mickelson addressed the Committee regarding his pending application. Ms. Jefferson-Moore informed the applicant that his appraisal reports would be added to the Committee's agenda based on the date the Department received them.

CLOSED SESSION

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Lynn Gregorash-yes; Marla Britton - yes; Steve Vitale-yes; Ursula Volk-yes; Linda Verbecken-yes; Karen Scott-yes; James Coutts-yes. Motion carried unanimously.

Open Session recessed at 12:37 p.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

RECONVENE TO OPEN SESSION

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to reconvene into Open Session at 2:05 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

APPRAISAL REPORTS REVIEWED ON SEPTEMBER 7, 2005

ANTILA, PAMELA – RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by James Coutts, to recommend that the Department approve **Pamela Antila's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

BOWERS, BILLY – GENERAL – ASSESSOR

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department table **Billy Bower's** appraisal reports as submitted subject to receipt of additional information. Motion carried unanimously.

BROWN, JAMES – RESIDENTIAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **James Brown's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

DAU, PAMELA – RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Pamela Dau's** appraisal reports subject to receipt of two additional reports on small residential income appraisals which

develop an income approach to value that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

DOHERTY-RILEY, LAURA – AQB

MOTION: Linda Verbeken moved, seconded by Marla Britton, to recommend that the Department deny **Laura Doherty-Riley's** appraisal reports as submitted pursuant to non-compliance of RL 80.03 (3) and RL 83.01 (3). Motion carried unanimously.

DUNSMORE, TIMOTHY – RESIDENTIAL

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to table **Timothy Dunsmore's** and request three additional appraisal reports. Motion carried unanimously.

ENGEN, JAMES – RESIDENTIAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **James Engen's** appraisal reports as submitted. Motion carried unanimously.

FERRELL, CHRISTINE – RESIDENTIAL

MOTION: Marla Britton. moved, seconded by James Coutts, to recommend that the Department approve **Christine Ferrell's** appraisal reports subject to receipt of one additional small residential income appraisal report that complies with USPAP and subject to approval by the reviewer. Motion carried unanimously.

GAZZANA, ANTHONY – RESIDENTIAL

MOTION: Ursula Volk moved, seconded by James Coutts, to recommend that the Department approve **Anthony Gazzana's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

HARDY, ROBYN – LICENSED

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to recommend that the Department deny **Robyn Hardy's** appraisal reports as submitted because the reports do not comply with USPAP and refer the supervisor to the Division of Enforcement. Motion carried unanimously.

HAUN, GRETA – LICENSED

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **Greta Haun's** appraisal reports as submitted because the reports do not comply with USPAP and refer supervisor to the Division of Enforcement. Motion carried unanimously.

HUMPFER, ROBERT – RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by James Coutts, to recommend that the Department approve **Robert Humpfer's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

JOHNSON, GARY – RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by James Coutts, to recommend that the Department approve **Gary Johnson's** appraisal reports as submitted. Motion carried unanimously.

KOBUSSEN, STEPHANI – LICENSED

MOTION: Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Stephani Kobussen's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

KOTTEN, THOMAS – LICENSED

MOTION: Ursula Volk moved, seconded by James Coutts, to recommend that the Department approve **Thomas Kotten's** appraisal reports as submitted. Motion carried unanimously.

LIESENER, CRAIG – LICENSED

MOTION: Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Craig Liesener's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

LUCAS, DENICE – RESIDENTIAL

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department approve **Denice Lucas's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

MCPHAUL, SCOTT – RESIDENTIAL

MOTION: James Coutts moved, seconded by Ursula Volk, to recommend that the Department approve **Scott McPhaul's** appraisal reports as submitted. Motion carried unanimously.

MESSER, BRIAN – LICENSED

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department approve **Brian Messer's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

O'NEILL, KEVIN – LICENSED

MOTION: Lynn Gregorash moved, seconded by James Coutts, to recommend that the Department approve **Kevin O'Neill's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

ORESKOVICH, CARRIE – RESIDENTIAL

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department approve **Carrie Oreskovich's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

PROCK, DAVID – LICENSED

MOTION: Lynn Gregorash moved, seconded by James Coutts, to recommend that the Department approve **David Prock's** appraisal reports as submitted. Motion carried unanimously.

ROTH, KASPER – LICENSED

MOTION: Linda Verbecken moved, seconded by James Coutts, to recommend that the Department approve **Kasper Roth's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

SIMONSEN, RICHARD – LICENSED

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department deny **Richard Simonsen's** appraisal reports as submitted because the reports do not comply with USPAP and to refer the supervising appraiser to the Division of Enforcement. Motion carried unanimously.

STENCEL, LORRAINE – LICENSED

MOTION: Ursula Volk moved, seconded by James Coutts, to recommend that the Department deny **Lorraine Stencel's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

VON VONDEREN, LARRY

The Committee previously denied Mr. Von Vonderen's appraisal reports on February 16, 2005.

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department deny **Larry Von Vonderen's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

WEBSTER, THOMAS – RESIDENTIAL

MOTION: James Coutts moved, seconded by Lynn Gregorash, to recommend that the Department approve **Thomas Webster's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser Marla Britton. Motion carried unanimously.

WEHRWEIN, REBECCA – AQB

MOTION: Linda Verbecken moved, seconded by James Coutts, to recommend that the Department approve **Rebecca Wehrwein's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

WHITE, SUSAN – RESIDENTIAL

MOTION: Marla Britton moved, seconded by Ursula Volks, to recommend that the Department approve **Susan White's** appraisal reports as submitted subject to receipt of two additional appraisal reports that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

WICINSKY, NICHOLAS – RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by James Coutts, to recommend that the Department approve **Nicholas Wicinsky's** appraisal reports subject to receipt of two additional reports that show consideration of an income approach that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

ZEGARS, LAWRENCE – RESIDENTIAL

MOTION: James Coutts moved, seconded by Linda Verbecken, to recommend that the Department table **Lawrence Zegar's** appraisal reports subject to receipt of three new reports, two of which will be URAR's and one a small residential income property that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

VORDERMANN, GREGORY – RESIDENTIAL

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department table **Gregory Vordermann's** appraisal reports subject to receipt of three new reports that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

ELMER, GERALD

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department deny **Gerald Elmer's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

DISCUSSION OF NEXT MEETING

The Committee will meet on Wednesday, October 5, 2005 at 10:00 a.m.

ADJOURNMENT

MOTION: James Coutts moved, seconded by Linda Verbecken, to adjourn the meeting at 2:23 p.m. Motion carried unanimously.

Next meeting: October 5, 2005 10:00 a.m.